



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Treasury Program Manager II
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$5,857- \$7,064

Under the general direction of the Assistant Director (CEA III) of the Public Finance Division, the Treasury Program Manager II (TPM II) provides a wide range of support for the Treasurer's debt financing program. The incumbent is responsible for management activities related to the Division's debt financing program including energy bonds and other unique bond financing.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Provide support and consultation to Division management regarding debt financing programs
- Organize and direct all aspects of the review and processing of debt financing programs including the issuance and administration activities
- Develops and implements policies, procedures for debt financing programs
- Lead a small group of professional staff
- Respond to the most sensitive and difficult inquiries from State officials and public finance professionals regarding policies and procedures of the debt financing programs
- Represent the department in meetings with other State agencies, the Legislature and various members of the financial communities such as bond counsel, underwriters, insurers, investors, consultants, and rating agencies
- Actively participate in the goals and objectives of the Division

DESIRABLE QUALIFICATIONS:

- ✓ Strong analytical skills.
- ✓ Experience working with all levels of management
- ✓ Excellent interpersonal and communication skills.
- ✓ Ability to adjust quickly to multiple priorities and meet critical deadlines.
- ✓ Computer skills, (Microsoft Word, Excel, Access or similar IBM compatible applications.)

CONDITIONS OF EMPLOYMENT:

Fingerprinting and background check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as a Treasury Program Manager II may apply.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (i.e., list eligibility and score, SROA, surplus employee, reinstatement, etc.). Also, list the number "820-505-4225-001" next to the classification on your application/resume, i.e., (TPM II 820-505-4225-001). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

08/05/08